Section 11.1 FUNCTIONS MENU
Labor and Equipment Distribution Adjustments Overview

Purpose	This section provides an overview of the Labor and Equipment Distribution Adjustment process. Adjustments may be made for any prior pay period within an open fiscal year. Separate windows are provided in DCDS for Labor or Equipment Distribution adjustments. However, the processing of these adjustments are the same, therefore, the procedures have been combined.
Window Name	Labor Distribution Adjustment Equipment Distribution Adjustment
Reminders	**1.** The Labor/Equipment Distribution Adjustment windows are accessed through the <u>F</u>unctions, Labor <u>D</u>istribution or Equipment Distrib<u>u</u>tion Adjustment items on the menu bar. **2.** The Labor/Equipment Distribution Adjustment windows consist of the following tabs: ■ Selection - Allows the user to select the distribution transaction for updating or deleting. The Selection tab consists of a Selection Criteria window and a Selection List window. Once data has been entered in the Selection Criteria window and the Select button clicked, other tabs can be accessed. To enter a new request, click the New button. ■ From CB - Allows a user to enter specific coding block data and specific pay periods to display a list of posted distribution transactions on the Transaction Detail tab. For example, a user can select all transactions for a specific index or PCA. A comment is required explaining why an adjustment is needed. If a comment is not entered, a warning message displays to remind the user to enter comments. *Continued*

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Reminders *(Continued)*	■ Transaction Detail - This tab displays a detailed list of the labor/equipment distributions that meet the selection criteria entered on the From CB tab. This window consists of the following bottom tabs:
	■ **Detail** - Allows user to view coding block detail.
	■ **Sort By** - Allows user to select the sort order for transactions listed. For example, a user may want to group transactions for the same Social Security Number (SSN) or the same equipment number. Select the SSN field or Equipment Number field on the Sort By tab and click on the Detail bottom tab. All transactions for the same SSN or Equipment Number will be displayed.
	■ **Summarize By** - Allows a user to choose the coding block elements(s) they want to view in a summarized format. For example, if a user wants only Index/PCA. The fields that are selected may be viewed on the Summary bottom tab.
	■ **Summary** - Displays the fields selected on the Summarize By tab.
	■ **Conflicts** - Displays a list of the original coding blocks for transactions selected by other labor/equipment distribution adjustments that have been saved or submitted. These transactions display a **Y** in the 'Conflicts?' field on the Detail bottom tab.
	Continued

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Reminders *(Continued)*	■ To CB - Allows user to enter a new adjustment or update labor/equipment distribution data.

The coding block fields default with 'NC' (no change from the original coding block). When 'NC' is left in a field, the entry in the old coding block element field is copied to the new coding block element field. The 'NC' must be cleared from the field before the new information can be entered. If the field is left blank the inference rules in the Relational Standard Accounting and Reporting System (R★STARS), as set up by each agency, will apply (i.e., an index code may infer other specific coding block elements). If agencies use the R★STARS profiles, the 'NC' must be blanked out before they can be applied.

■ **Review** - Displays all adjustment information on one window. This tab serves as a final check for adjustments that are ready to be submitted. The Submit button becomes activated once the Review tab is selected. Adjustments can only be submitted from the Review tab. Validation occurs upon submission. A message displays, if errors were found. The description of the error(s) can be viewed by clicking on the Errors bottom tab. The window consists of the following bottom tabs:

   ■ **Display** - Displays the distribution changes. Users may view all adjustments made to one distribution transaction. For example, if one coding block is being adjusted to three different coding blocks, the Review tab allows the user to view this information in one place.

   ■ **Display Criteria** - Allows the user to reduce the number of transactions displayed on the Display bottom tab. This serves as a convenient way to review the data by allowing the user to select specific coding block elements they want to display. Only transactions that meet the entry criteria will display on the Display bottom tab. A user may select the information on the Display Criteria bottom tab, then click the Display bottom tab to review data.

Continued

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Reminders *(Continued)*	■ **Errors -** Displays errors found during the validation process. Invalid coding block elements display, if a coding block has been changed or deleted in R★STARS since the time the original transaction was made and the labor/equipment distribution adjustment was submitted. Verify in R★STARS if these coding blocks have been changed or deleted and correct as necessary. These transactions cannot be selected for adjustment.

     General Reminders

3. While a user can call up information by entering only the required fields, the system works more efficiently if more selection data is entered. The response time will be faster when more criteria is entered about the employee(s) to be displayed.

4. Once the distribution and/or equipment adjustment have been approved and processed, the data is transmitted to the Financial Administration and Control System (FACS) for further processing.

5. Adjustments cannot be processed to different FACS agencies. If it is necessary to charge labor costs to different FACS agency, a journal voucher transaction or non-negotiable warrant process may need to be coordinated between the two agencies.

6. Adjustments can only be modified prior to being approved only by users with appropriate security (i.e., user that entered the original adjustment or the approver). Distribution data may be modified for saved or rejected adjustments.

7. If an adjustment of labor distribution costs exceeds $50,000, the adjustment will automatically be submitted to the Office of Financial Management (OFM) for approval. Even if the agency has not elected to use the on-line approval process, the adjustments are submitted to be approved by OFM.
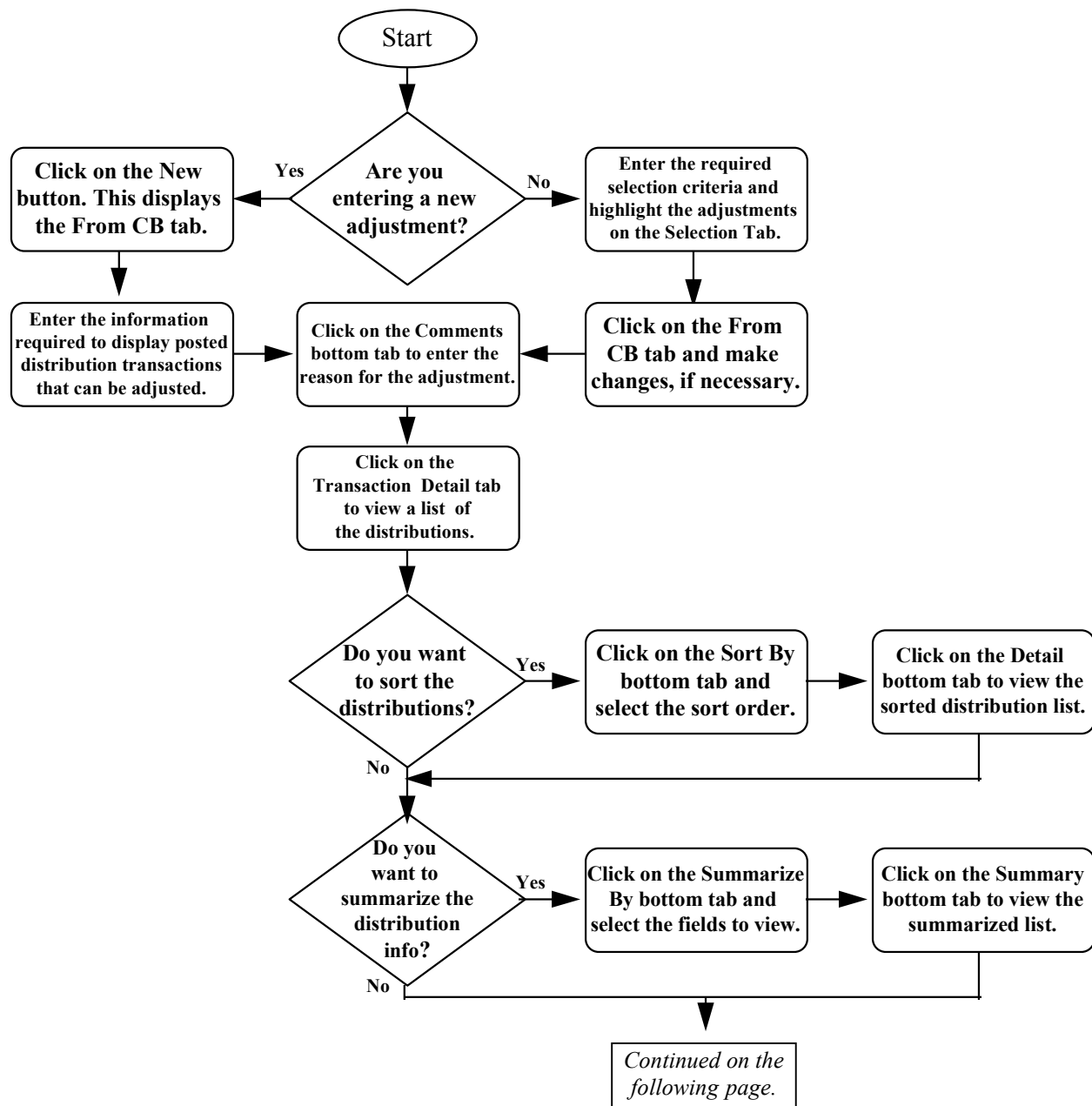
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Reminders *(Continued)*	**8.** Once adjustment information is entered and submitted, it is sent to be approved on-line in DCDS. The adjustment must be approved before it is processed and sent to R★STARS.
References	*No specific references*

The Distribution Adjustment Process

The following process chart shows the relationship of the labor and equipment distribution windows.

```
                            ( Start )
                               |
                               v
  +------------------+       < Are you >      +---------------------+
  | Click on the New | <-Yes- < entering a > -No-> | Enter the required |
  | button. This displays |   < new       >        | selection criteria and |
  | the From CB tab. |       < adjustment? >   | highlight the adjustments |
  +------------------+                         | on the Selection Tab. |
           |                                   +---------------------+
           v                                            |
  +------------------+    +------------------+           v
  | Enter the information | | Click on the Comments |  +------------------+
  | required to display posted | | bottom tab to enter the | <- | Click on the From |
  | distribution transactions | -> | reason for the adjustment. | | CB tab and make |
  | that can be adjusted. |  +------------------+           | changes, if necessary. |
  +------------------+              |                       +------------------+
                                    v
                         +------------------+
                         | Click on the     |
                         | Transaction Detail tab |
                         | to view a list of |
                         | the distributions. |
                         +------------------+
                                    |
                                    v
                         < Do you want >      +---------------------+      +--------------------+
                         < to sort the > -Yes-> | Click on the Sort By | -> | Click on the Detail |
                         < distributions? >     | bottom tab and      |    | bottom tab to view the |
                                              | select the sort order. |  | sorted distribution list. |
                              |No              +---------------------+      +--------------------+
                              v
                         < Do you    >        +---------------------+      +--------------------+
                         < want to   >  -Yes-> | Click on the Summarize | -> | Click on the Summary |
                         < summarize the >     | By bottom tab and    |    | bottom tab to view the |
                         < distribution >      | select the fields to view. | | summarized list. |
                         < info?     >         +---------------------+      +--------------------+
                              |No
                              v
                         +------------------+
                         | Continued on the |
                         | following page.  |
                         +------------------+
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Click on the To CB bottom tab. Enter the new information and click the Save button.

Yes ← **Are you ready enter new coding block information for the adjustment?**

No → **Do you want to view transactions that have 'conflicts'?**

Yes → **Click on the Conflicts bottom tab.**

No

Are you ready to review the changes?   Yes → **Click on the Review tab to display all adjustment info.** → **Do you want to reduce the number of transactions displayed?**   Yes → **Click on the Display Criteria bottom tab and enter the required info. View the data on the Display bottom tab**

No

No

Are you ready to submit the adjustment?   Yes → **Click on the Submit button.** → **Did you get a message indicating errors were found?**   No → **The adjustment(s) submitted successfully.**

No

Click on the Save button and click the Close button. The adjustment may be submitted later.

End

Yes → **Click on the Errors bottom tab to view a description of errors.**

Check invalid CB in RSTARS, correct errors and re-submit the adjustment.

End

Main Menu

To display the Distribution Adjustment windows, select the Functions menu item from the Menu bar and click on the Labor Distribution Adjustment or Equipment Distribution Adjustment menu item.